



500.00 Patrol Functions

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POLICY

Hendry County Sheriff Office will maintain a highly visible and effective patrol component, which is responsive to the needs of the community. The patrol component is the primary agency function. It is also the most visible component of the agency and is established within individual districts. The agency establishes standards, assigns responsibilities, and grants authority necessary to ensure the accomplishment of patrol objectives and the agency mission.

All sworn employees have access to current laws and legal guidelines and are expected to follow approved patrol techniques, respond to law enforcement calls for service, and to adhere to procedural guidelines while responding to routine and emergency calls for service while on duty. The responsibility for providing 24-hour patrol functions is primarily assigned to uniformed patrol employees in each district.

PROCEDURE

A. Functions of Patrol

1. The Hendry County Sheriff's Office maintains 24-hour continuous patrol coverage. Patrol functions include but are not limited to:
 - a. Prevention of crimes and traffic crashes
 - b. Maintaining public peace and order
 - c. Discovering and acting on public safety hazards
 - d. Investigate juvenile delinquency
 - e. Public safety awareness
 - f. Response to calls for service
 - g. Investigation of crimes, offenses, and conditions, including arresting offenders
 - h. Traffic direction and control
 - i. Providing emergency services
 - j. Develop, maintain, and improve positive relationships with the public
 - k. Reporting relevant information to the proper agency component or other agencies
 - l. Provide services as directed by the Sheriff
 - m. Service of court process – civil and criminal

B. Shift Briefing

1. Shift briefings are generally conducted at the beginning of each tour of duty. Minimally, shift supervisors are to:
 - a. Brief deputies regarding daily patrol activity with particular attention given to unusual situations, potential and actual officer hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and information regarding relevant community-based initiatives.
 - b. Notify deputies of changes in schedules and assignments.
 - c. Notify deputies of new directives or changes in directives.
 - d. Inspect/review deputies' readiness to assume patrol duties.
2. As a supplement to the shift briefing, deputies may receive updated or additional information by means of electronic communications via an MCT pass-on, e-mail pass-on, or other electronic means.

C. Shift Assignment

1. The Sheriff or his designee assigns employees to the patrol function and to a specific district based on the needs of the agency. The District Commander specifies the shift assignment, days off, and final approval of leave on a Monthly Shift Schedule to show continuous 24-hour coverage within the agency's jurisdiction. The Monthly Shift Schedule will be posted on the Hendry County Sheriff's Office Intranet prior to the month starting. The shift supervisor establishes zone assignments for their respective shifts.
2. In assigning deputies to district, shifts, and zones, the ultimate goal is to provide maximum services with the most efficient use of available employees. The following criteria are considered, but not limited to:
 - a. Agency needs;
 - b. Special skills such as foreign language fluency, specialized training, specialized team assignments;
 - c. The deputy's familiarity with a particular area;
 - d. Seniority is considered in shift assignment.

D. Calls taken by phone

1. Certain minor incidents do not require on-scene investigation by a deputy sheriff unless requested by the caller/victim.
2. Examples of incidents that may be handled by telephone include:
 - a. Lost property
 - b. Civil complaints
 - c. Referrals to other agencies
 - d. Other minor calls that may be effectively handled by telephone.
3. All CAD calls taken by phone must have notes added to CAD by the Deputy.
4. Regardless of the nature of a call, a physical response is required if specifically requested.
5. Telephone reports that require a follow-up investigation or other action are assigned to the appropriate deputy, or other appropriate agency component.

E. Radio Communications

1. Assignment of Radio Numbers
 - a. Each deputy is assigned a radio call number
 - b. Deputies use their personal radio call number as identification in all radio transmissions include but are not limited to: when logging on-duty, off-duty, and for an off-duty special detail.

2. All deputies engaged in patrol operations are to have constant access to radio communications.
3. Each patrol vehicle is equipped with a mobile radio transceiver that serves as the primary means of communications.
4. Patrol deputies are also issued a portable radio transceiver for use when away from their patrol vehicle.
5. Deputies are to advise the Telecommunications Center of arrival/departure from assigned calls or the change in their location while on a call.
6. Deputies are to maintain the capacity to communicate with the Telecommunications Center, or attempt to notify a supervisor or Telecommunicator when conditions limit their ability to do so.
7. Deputies are to notify the Telecommunications Center and provide their location when they are not available for communications, i.e., court appearances, depositions, surveillance, etc. If possible, they are to provide the Telecommunications Center an alternate means of communication (cell phone, etc.).
8. In the event of a radio failure, the deputy notifies the Telecommunicator and patrol shift supervisor as soon as possible.

F. Routine Patrol Techniques

1. Consider the following factors when patrolling assigned district:
 - a. High citizen complaint and selective enforcement areas
 - b. Known criminal activity/high crime areas
 - c. Geographical and demographic composition of the district (i.e. industrial, Residential, business, isolated areas, etc.)
2. Generalized Patrol
 - a. Vary patrol routines in order to be unpredictable to those engaged in criminal activity.
 - b. Give selective enforcement areas special attention by aggressive enforcement of violations of the law or high visibility to the public.
 - c. All patrol deputies are to engage in acceptable community policing techniques as time permits.

G. Response to Calls

1. Response to calls for service is classified according to the urgency at which a deputy is needed at the scene of the incident. Calls for service coming into the Telecommunications Center are prioritized as set forth in Procedure 500.02: Telecommunications.
2. When an emergency response is necessary, follow directions outlined in Procedure 500.28: Vehicle Operation.
3. Deputies are to avoid all unnecessary delays in responding to calls for service.
4. The deputy responding to the scene determines the need for the use of a specialized unit and notifies the supervisor.
5. First responders to a scene are to be able to identify characteristics common to specific disabilities so appropriate action may be taken to render aid and assistance.
 - a. If the person with the disability is unable to communicate, the deputy is to look for a medical alert bracelet or similar form of ID and/or seek input from witnesses and others to aid in identifying the nature of the disability.

- b. Deputies can use notes or other means available to communicate with deaf and hearing impaired individuals to obtain basic information such as the nature of the incident, location, and extent of injury, name and address, or the name of a family member or other person who can be contacted. Contact the Telecommunications Center if assistance is needed.
 - c. If the services of a qualified interpreter are required, the deputy contacts the Telecommunications Center and provides pertinent information. The Telecommunications Center relays all information about the interpreting service back to the deputy as quickly as possible.
 - 6. Patrol deputies are to adhere to all reporting procedures indicated in Procedure 500.08: Field Reporting Procedure.
 - 7. Any gang activities reported will be documented by a deputy.
- H. Field Interviews – A proactive field interview process performed by patrol deputies for the purpose of identifying and documenting persons located at a specific place and time.
 - 1. Suspicious Person Procedures / Citizen Contacts
 - a. Prior to initiating contact with a suspicious person, deputies are to contact the dispatcher via radio and provide:
 - 1. Appropriate signal for the action taken (e.g., 13P for a suspicious person);
 - 2. Location of the stop;
 - 3. Race and gender of the individual (if known);
 - 4. Clothing type and color; and
 - 5. Any other identifiable features of the individual being stopped or questioned.
 - 2. Field interviews are conducted according to current law relating to “Investigative Field (Terry) Stops” outlined in Procedure 500.51: Arrest Procedures. These encounters may include but are not limited to:
 - a. Person(s) encountered, who in the opinion of the deputy, is (are) at a location at a given time with circumstances that would lead a reasonable and prudent person to believe the person(s) is (are) involved in or about to be involved in criminal activity.
 - b. Consensual encounters
 - 3. The field interview (FI) report is the primary mechanism for documenting, disseminating and archiving field interviews. Use the following protocol to submit FI reports:
 - a. All FI reports generated by a deputy during his/her shift are to include a CAD number and transmitted to the mobile forms server.
 - b. All FI reports will be noted in CAD, added to pass down and forwarded to appropriate division.
- I. Bar Checks
 - 1. Bar checks/ inspections are to be conducted by two deputies.
 - 2. With the exception of special assignments, routine bar checks are performed by uniformed personnel.
 - 3. Make your presence known to the owner/manager upon arrival at the location and be highly visible to the patrons without causing a disruption of business. Conduct the inspection check in a timely fashion.
 - 4. Deputies conducting bar checks at businesses licensed to sell and serve alcohol on premises:

- a. Notify the Telecommunications Center when conducting bar checks. If communication, is impractical due to radio transmission or reception, noise level, or any other reason, the deputies check in by phone or step outside to reestablish radio contact for a well-being/safety check.
 - b. Ensure the business is in compliance with local, county, and state laws.
 - c. Conduct a visual inspection of patrons for age requirements.
- J. Response to Alarms/Building Checks
 - 1. When responding to a burglary alarm, deputies are to conduct a thorough perimeter check of the structure.
 - a. Avoid conducting a building search of the interior alone.
 - b. When available, use a K-9 team to conduct building searches.
 - c. Business owners/representatives, alarm company personnel, security guards, etc. are to remain outside during the initial search of the premises.
- K. In-Progress Robbery Alarm Responses
 - 1. The first unit to arrive takes a position of cover/concealment and requests Telecommunications Center employees to telephone the business to determine the situation inside.
 - 2. If a business employee or alarm company employee calls back indicating a false alarm, a patrol unit continues to respond for verification. The deputy requests that Telecommunications Center employees contact the business by phone and have an employee step outside to verify the false alarm.
- L. Loud Noise/Loud Party Complaint
 - 1. The preferred method to handle any noise complaint is to make the offending party aware of the complaint and request compliance with a verbal warning.
 - 2. Investigations are to be guided by FS 856.015: Open house parties and Hendry County Code of Ordinance Chapter 1-14.5: Noise Control.
- M. Barricaded Persons/Hostage Situations
 - 1. Follow these guidelines for handling barricaded persons and hostage situations as closely as possible:
 - a. Immediate considerations:
 - 1. If a deputy is at a scene and a barricaded person/hostage situation develops, the deputy contacts the Telecommunications Center immediately; the shift supervisor is notified by the Telecommunications Center as soon as possible. Except in the event of an in-progress violent situation, patrol deputies are not to initiate tactical actions other than those necessary to protect the lives and safety of others. The shift supervisor requests the appropriate command staff notifications as specified in Procedure 500.24: Command Staff Notifications.
 - 2. Make every reasonable attempt to contain the person, control the situation, set up a perimeter, and prevent citizens from coming into immediate danger.
 - 3. When possible and applicable, evacuate injured persons or those in immediate danger. Accomplish the evacuation of non-essential personnel and residents and businesses within sight and range of the suspect as soon as practical.

4. The shift supervisor, based on the duration and potential, assumes command of the incident unless otherwise relieved by competent authority, and ensures an outer and inner perimeter is established.
 5. Do not allow the media and citizens to cross the outer perimeter without the authority of the supervisor in charge.
 6. The shift supervisor, or his/her designee, determines the necessity for additional support units. The shift supervisor, or his/her designee, notifies the District Commander who will notify the Telecommunications Center to dispatch appropriate support units as necessary (additional deputies, SRT, Canine, etc.) The District Commander will consider the need for standby status of an ambulance, fire rescue, and/or communication with any outside agencies and support units. The SRT Commander will notify the appropriate members of the SRT and the Hostage negotiator.
 7. If the shift supervisor is relieved of command duties, he/she assists the designated supervisor in charge. If the shift supervisor is relieved of the tactical duties by another tactical unit taking charge of the situation, the shift supervisor provides a detailed briefing for the SRT Commander, including the suspect's actions and deputy assignments. In addition, the shift supervisor coordinates the activities and responsibilities of the patrol deputies in accordance with the supervisor in charge.
 8. When appropriate, the shift supervisor, or his/her designee, sets up a command post outside the inner perimeter, provides for the appropriate chain of command, and secures a radio channel dedicated to the operation. The shift supervisor makes provisions for recording deputy assignments and developing a chronological record of events.
 9. No aggressive action or attempts at a confrontation is taken unless there is an immediate threat of danger to agency personnel or citizens and reactive force is necessary. Control and containment of the situation until the arrival of the SRT and/or the Hostage Negotiation Team is the primary objective.
 10. The supervisor in charge, whether the patrol supervisor or any support unit taking charge, obtains authorization from the Incident Commander to use force and/or chemical agents to make an aggressive attempt to quell the incident.
 11. The supervisor in charge ensures, at the conclusion of the incident, that a written after action report is completed that contains the facts that may have caused the incident, identity of the participants involved, the deployment of deputies, and the presence of all employees involved in the incident. This report is in addition to any case report and supplemental reports prepared by the reporting officer and secondary officers.
- b. Other Considerations
1. If a school is near the affected area, a shift supervisor, or designee, notifies the school authorities so they may direct the students to a

- safe location until the crisis is over or the threat potential is neutralized. This is to be accomplished in person, when practical.
2. If students leaving school may be affected, instruct school authorities to hold students until the route home is considered safe.

DEFINITIONS

BARRICADED PERSON – A person who has confined him/herself to avoid apprehension and there is reason to believe that he/she is capable of causing great bodily harm to themselves or others.

CAD- Computer Aided Dispatch system to record criminal and non-criminal requests for service.

FIELD INTERVIEWS – A proactive field interview process performed by patrol deputies, for the purpose of identifying and documenting persons located at a specific place and time.

HOSTAGE NEGOTIATOR – A sworn member who is specially trained and assigned to perform negotiation functions.

HOSTAGE SITUATIONS – When one or more persons are being held against their will using actual or implied force. The situation may be the result of a crime, domestic problem, or attempted suicide.

OFF DUTY HOURS – The period of time during which personnel are not actively engaged in the performance of regularly assigned duties.

OFF DUTY EMPLOYMENT- Any secondary employment that is conditioned on the actual or potential use of law enforcement authority by the district commander.

ON DUTY HOURS- The period of time during which personnel are actively engaged in the performance of regularly assigned duties.

PATROL FUNCTION– Uniformed Officers assigned a specific geographic area to keep watch over an area by regularly walking or traveling around or through.

SPECIAL DUTY – Duty assignments which requires that the member be relieved from the performance of his regular duties and be assignment perform such special duties as may be required by competent authority.

SPECIAL RESPONSE TEAM (SRT) – A specially trained team used in high-risk situations and/or difficult or emergency scenarios.

SPECIAL RESPONSE TEAM COMMANDER – The rank of Captain or above is responsible for the coordination of selection, training, deployment, and tactical operations involving the Special Response Team.

ZONE – A geographic area within each district that has delineated by specific boundaries and administratively designated for purposes of Patrol, Investigation, or Supervision.

REFERENCES

State/Federal Regulations:

Terry vs. Ohio, 392 U.S. 1 (1968)

F.S. 856.015: Open house parties

Hendry County Code of Ordinance, Chapter 1-14.5: Noise Control.

CFA:

CFA Standards 2.05M, 14.01M, 14.06M, 15.07, 17.06M, 25.09M, 25.16, & 25.17M

Forms:

- 500.00-01 Acknowledgement of Affiliation Form
- 500.00-02 Gang Member Body Sheet
- 500.00-03 Criminal Gang Criteria
- 500.00-04 Gang Member Preliminary Investigation Form
- 500.00-05 Gang Member Investigation Form

Other Policy/ Procedure References:

- 500.02: Telecommunications
- 500.08: Field Reporting Procedure
- 500.24: Command Staff Notifications
- 500.28: Vehicle Operation
- 500.51: Arrest Procedures
- 700.02: Field Training Officer Manual